



## **REQUEST FOR QUOTATION (RFQ)**

### **Supply and Delivery of Job Fair Materials**

Procuring Entity	:	DBP Head Office
Solicitation Number	:	P-HRA-25-00316
Date of Posting/Canvass	:	08/01/2025
Deadline of Submission	:	08/08/2025 (10:00am)
Approved Budget for the Contract (ABC)	:	₱ 450,000.00

Kindly refer to the attached **Terms of Reference** for details and other conditions.

**Please be guided by the following:**

1. All entries in the proposal/quotation must be typewritten.
2. Price quotation must be based on the Terms of Reference (TOR) / Scope of Work/Services (SOW) / Technical Specifications (TS), as applicable and must be duly signed by the vendor's representative.
3. Price quotation (Unit Cost) must be inclusive of VAT and other applicable taxes/charges.
4. The open price quotation must include the documentary requirements (see below) and must be submitted through the email address below or to the Procurement Unit-PIMD, DBP Head Office, Sen. Gil Puyat Ave., cor. Makati Ave., Makati City.
5. No down-payment or advanced payment.
6. Price quotation with incomplete documentary requirement shall not be considered for evaluation.
7. Signed copy of this RFQ by the supplier's authorized representative should be attached with the submitted proposal.

**Documentary Requirements:**

- Signed Proposal/Price Quotation (must include the unit cost per piece and the total cost inclusive of taxes *[using supplier's letterhead]*;
- Copy of 2025 Mayor's/Business Permit;
- Proof of PhilGEPS Registration;
- Omnibus Sworn Statement (10 statements);
- Secretary's Certificate (for supplier under partnership & corporation); and
- Signed DBP Data Privacy Consent Form;
- Submission of at least one (1) actual sample of each Notebook, Ballpen, Foldable fan, DBP clipboard folder, and Canvas bag for evaluation. The sample must be compliant to the required technical specifications and must be submitted within fifteen (15 calendar days) from the last posting day of the project at the PhilGEPS Website.

For submission of proposal and any inquiry, you may contact the following personnel:

**MELBA V. BERMUDEZ / pimd-pu-gsteam@dbp.ph / 8818-9511 local 2636**

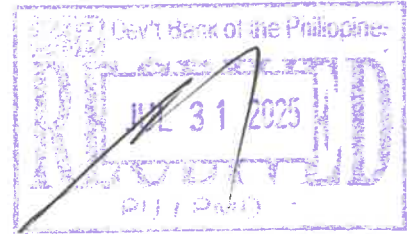
Name of Company/Supplier: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature over Printed Name*

Development Bank of the Philippines (DBP)

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF JOB FAIR MATERIALS



**I. APPROVED BUDGET FOR THE CONTRACT (ABC) - ₱ 450,000.00 - inclusive of VAT/applicable Taxes and other charges):**

	Item Description	Quantity	Amount per item	Total Cost (Inclusive of VAT and applicable Taxes)
a.	Ball Pen, Per Specifications	1,000 pcs	₱ 100.00	₱ 100,000.00
b.	Folder, Clipboard, Per Specifications/Sample	500 pcs	100.00	50,000.00
c.	Notebook, Per Design/Specifications	500 pcs	300.00	150,000.00
d.	Katsa/Canvas Bag, Per Specifications	500 pcs	200.00	100,000.00
e.	Foldable Fan with Pouch, Per Specifications	1,000 pcs	50.00	50,000.00
<b>TOTAL</b>				<b>₱ 450,000.00</b>

**II. TECHNICAL SPECIFICATIONS:**

**a. Ball Pen, Per Specifications**

Material:	Plastic
Body Color:	Dark Blue
Clip Color:	Metallic Silver
Size:	5.5 inches
Ball Point:	0.5 mm
Ink Color:	Black (regular)
DBP Logo:	Full Color
DBP Logo Size: <sup>1</sup>	0.5 inch (proportionate) (+/- 0.10)
DBP Logo Application:	UV print
Packaging:	Individually wrapped in plastic pouch
Logo Layout	Please refer to the Annexes

**b. Folder, Clipboard, Per Specifications/Sample**

Material:	Plastic
Body Color:	Dark Blue
Size:	A4 (23 x 31.50 cm)
Type:	Clip File Folder
Fastener Material:	Metal
Fastener Type:	Low Profile Clip, Single/Double Clip, Lightweight Clipboard
DBP Logo:	Full Color
DBP Logo Size: <sup>1</sup>	2 inches (proportionate) (+/- 0.10)
DBP Logo Application:	UV print
Packaging:	Individually wrapped in plastic pouch

CONFORME:

Company Name

Name & Signature

Date

*Handwritten signature and initials*

## TERMS OF REFERENCE

### SUPPLY AND DELIVERY OF JOB FAIR MATERIALS

Logo Layout	Please refer to the Annexes
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#### **c. Notebook, Per Design/Specifications:**

Material:	Hard bound
Body Color:	Dark Blue
Size:	A5 (210 mm x 148 mm)
Pages:	80
Quality Paper:	70 gsm
DBP Logo:	Full Color
DBP Logo Size: <sup>1</sup>	1.5 inch (proportionate) (+/- 0.10)
DBP Logo Application:	UV print
Packaging:	Individually wrapped in plastic pouch
Logo Layout	Please refer to the Annexes

#### **d. Katsa/Canvas Bag, Per Specifications:**

Material:	Canvas
Body Color:	Dirty White
Texture:	Soft
Size:	12 x 14 inches
Printed word of DBP Color:	Dark Blue
Printed word of DBP Size:	3 inches
Font Style	Arial
Font Size:	48 pt
DBP Logo:	Full Color
DBP Logo Size: <sup>1</sup>	2 inches (proportionate) (+/- 0.10)
DBP Logo Application:	UV print
Packaging:	Individually wrapped in plastic pouch
Logo Layout	Please refer to the Annexes

#### **e. Foldable Fan with Pouch, Per Specifications:**

Material:	Silk Screen
Color:	White
Cover Color:	White
Size:	9.75 inches diameter
Cover size:	3.50 x 3.50 inches
DBP Logo:	Full Color
DBP Logo Size: <sup>1</sup>	2 inches (proportionate) (+/- 0.10)
DBP Logo Application:	UV print
Packaging:	Individually wrapped in plastic pouch
Logo Layout	Please refer to the Annexes

CONFORME:

\_\_\_\_\_  
Company Name

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Name & Signature

\_\_\_\_\_  
Date



## **TERMS OF REFERENCE**

### **SUPPLY AND DELIVERY OF JOB FAIR MATERIALS**

#### **III. CONDITIONS OF THE CONTRACT:**

1. The Supplier shall ensure that the items delivered are in accordance with the specifications required by the DBP. DBP has the right to reject delivery if item/s delivered are found to be defective and in accordance with the required specifications.
2. The DBP may terminate/cancel the Purchase Order (PO) if the Supplier fails to deliver, perform, and comply with its obligations.
3. Delivery Period: The Supplier shall deliver the items within 30 calendar days after receipt of Notice to Proceed.
4. Point of Delivery: DBP Head Office Building, Basement, Receiving Section of the Inventory Management Unit, Procurement and Inventory Management Department (IMU-PIMD), Sen. Gil Puyat Ave., corner Makati Avenue, Makati City.
5. Interested Supplier/s must submit the following:
  - a. Quotation (must include the unit cost per piece and the total cost, inclusive of taxes)
  - b. 2025 Mayor's/Business Permit
  - c. Proof of PhilGEPS Registration
  - d. Omnibus Sworn Statement
  - e. Secretary's Certificate (for supplier under Partnership or Corporation)
  - f. Data Privacy Consent Form
  - g. Submission of at least one actual sample of each notebook, ballpen, foldable fan, DBP clipboard folder, and canvas bag for evaluation. The sample must be compliant to the required technical specifications and must be submitted within fifteen (15) calendar days from the last posting day of the project at the PhilGEPS website.

#### **IV. TERMS IN THE EVALUATION OF PROPOSAL AND SAMPLE:**

1. Incomplete submission of requirements shall not be evaluated.
2. Quotations above the ABC shall automatically be disqualified.
3. Technical evaluation shall be undertaken by the Recruitment, Selection, and Placement Unit – HR Administration Department (RSPU-HRAD).
4. The lowest calculated proposal shall be declared based on the lowest calculated price provided compliant with requirements and the sample submitted is compliant to the required technical specifications.

#### **V. OTHER TERMS AND CONDITIONS:**

1. Random checking of items will be done to ensure that the items received are in good condition and in compliance with the required specifications.

CONFORME:

\_\_\_\_\_  
Company Name

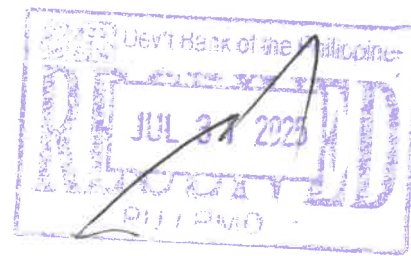
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Name & Signature

\_\_\_\_\_  
Date



## TERMS OF REFERENCE

### SUPPLY AND DELIVERY OF JOB FAIR MATERIALS



2. Items with defects shall be rejected and must be replaced by the supplier within ten (10) working days and without additional cost to the Bank.

#### VI. **PAYMENT:**

1. No down payment. Payment shall be processed after completion of delivery subject to submission of complete documents for payment by Supplier (such as Invoice, Certificate of Acceptance/Completion, Billing Statement/Statement of Account), as applicable.
2. Penalty: For every day of delay, 1/10 of 1% (0.001) of the price of undelivered quantity shall be deducted from the payment, in case the Supplier fails to deliver the items on time. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the PO, the DBP may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it.

**Recommended by:**

**SIGNED**

**AVP ANNE GEE MICAH N. LAYA**

Head, Recruitment, Selection and Placement Unit  
HR Administration Department

**Approved by:**

**SIGNED**

**SAVP WILFIMEL S. TOLENTINO-MACARAEG**

OIC, HR Administration Department  
*Per Group Order No. 3458 dated 12 November 2024*

CONFORME:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Date

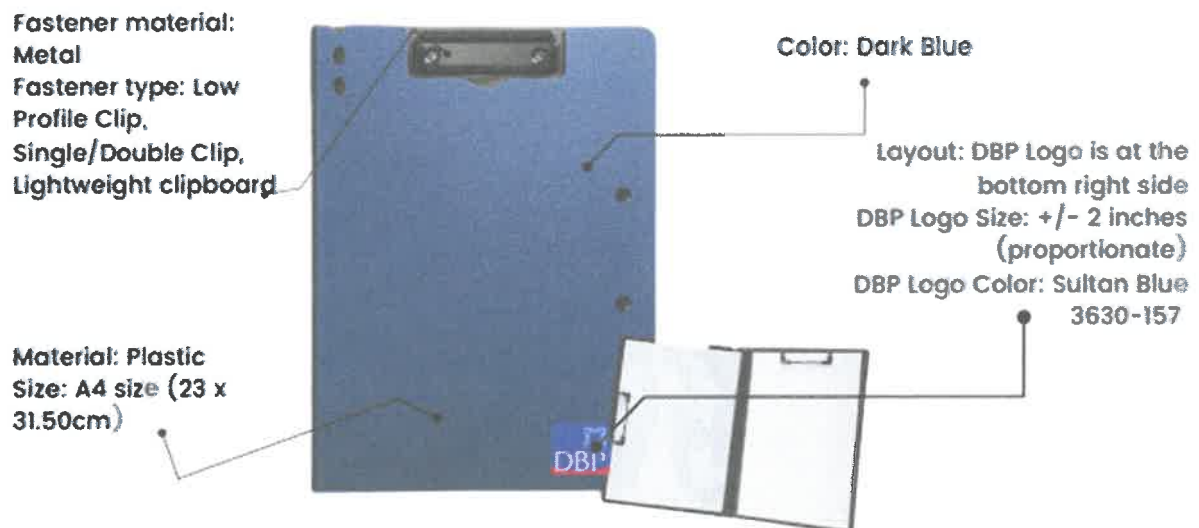


## Annex A

### BALLPEN



### DBP FOLDER



CONFORME:

Company Name

Name & Signature

Date

for 4

Annex B

## NOTEBOOK



## CANVAS BAG



CONFORME:

Company Name

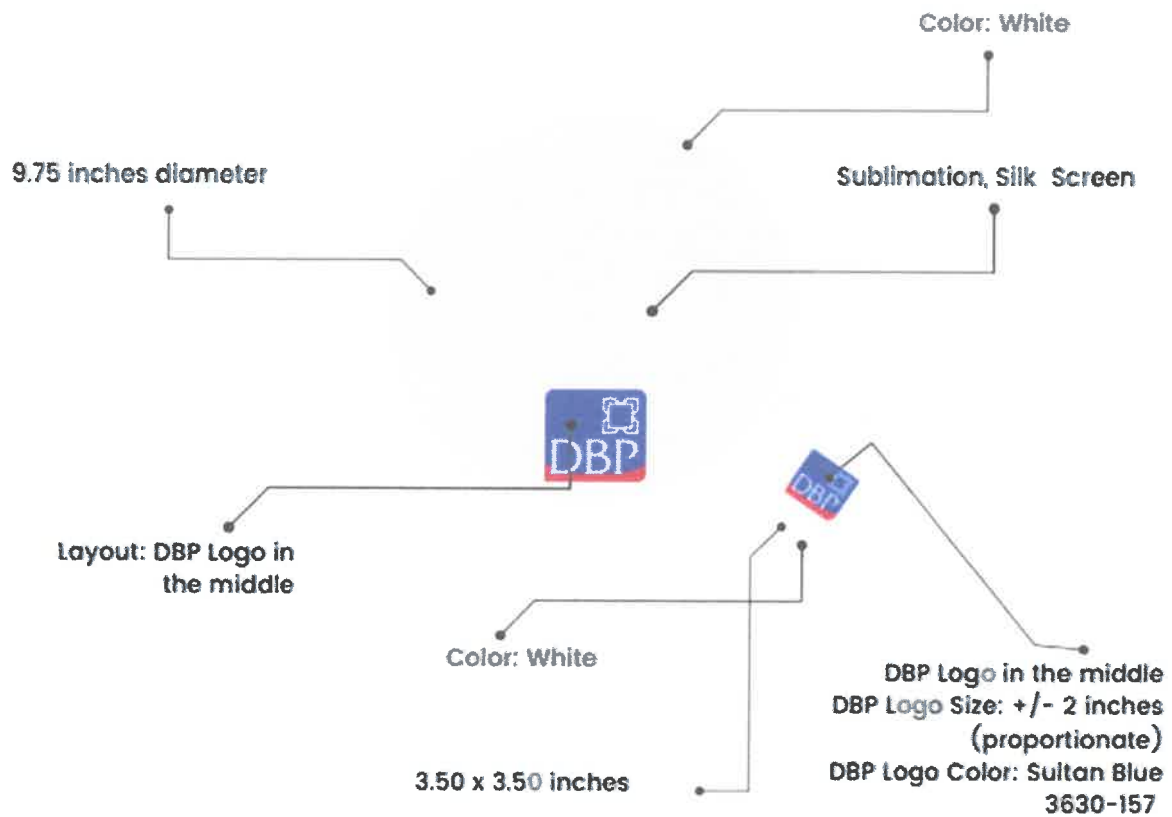
Name & Signature

Date

*A. F. [Signature]*

## Annex C

# FOLDABLE FAN WITH POUCH



CONFORME:

Company Name

Name & Signature

Date

Handwritten signature and initials.